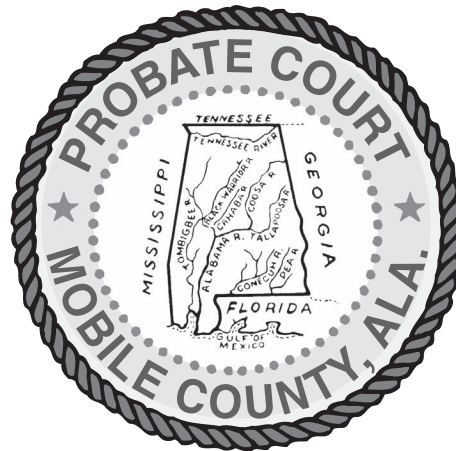


ELECTION POLL WORKER GUIDE

PROBATE COURT OF MOBILE COUNTY, ALABAMA GENERAL ELECTIONS



ELECTRONIC VOTE COUNTING SYSTEM DS200 PRECINCT BALLOT COUNTER AND EXPRESSVOTE VOTER ASSIST TERMINAL

Don Davis
Judge of Probate
(251) 574-6080

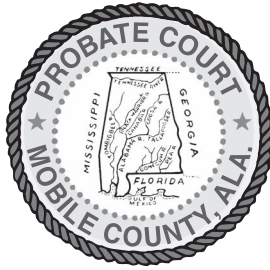
November 2020
more information available at
www.probate.mobilecountyal.gov

Probate Court
Post Office Box 7
Mobile, AL 36601

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Don Davis
Judge of Probate



PROBATE COURT OF MOBILE COUNTY, ALABAMA

TO ALL POLL WORKERS

I want to thank each of you for your service to Mobile County in working at our polls in the upcoming election. Your efforts are greatly appreciated by all of Mobile County's elected officials, the voters of our community and me.

In the event of any problem, or should you have any questions, please note the telephone numbers in this brochure and do not hesitate to call in order to get the help you may need. Our staff stands ready at all times to assist you in any manner necessary to provide a safe and effective election.

Please note that the Court has made available on the Court's website various short video presentations which focus on key aspects of serving as a poll worker. These presentations are available at all times to interested persons. The Court's website address is www.probate.mobilecountyal.gov.

Again, thank you for your help in administering the upcoming election and we encourage you to keep up the good work!

DON DAVIS
Judge of Probate

NOTES

I. DUTIES OF EACH ELECTION OFFICIAL

A . INSPECTOR – The Inspector is the person in charge of the precinct and serves as the precinct returning officer. He or she must be familiar with all aspects of precinct operations.

1. Pick up election supplies before election day and make sure all supplies are kept secure.
2. The Inspector shall contact poll workers from the list provided to ascertain if they are available to work on election day and notify the Court so that substitute appointments may be made, if necessary. Inspectors are also encouraged to contact and recruit new poll workers that live in the precinct. The Inspector does NOT have to use the entire list of former poll workers.
3. If you are furnished a supplemental list of voters who have applied for an absentee ballot, place an “A” beside those additional names on the active Voter’s List. *This should be done prior to the day of the election.*
4. **The Inspector is responsible for opening and closing the ballot counters.** Verify security compliance before voting machines are activated.
5. Verify, execute and return the Ballot Accounting Certificate. This form will be used to account for the ballots assigned to your precinct. Please **verify** the quantity and range of serial numbers of each ballot style assigned to your precinct. This information is recorded on your ballot box labels.
6. **Processes and accounts for spoiled ballots.**
7. Schedules lunch times and breaks for poll workers throughout the day so that all areas are covered.
8. Is entitled to reimbursement of \$5.00 for use of cell phone on election day if facility phone is not available.
9. Receives payment for mileage from precinct to return station (Calculated by County Treasurer and included in election check).
10. Swears in all poll workers before the polls open and any poll watchers coming into the poll throughout the day.
11. Responsible for returning election materials to Probate Court personnel on Election Night. See video entitled: *“Poll Worker Positions.”*

B. CHIEF CLERK – The Chief Clerk of the precinct is second-in-command and fills in for the Inspector if necessary. Consequently, the Chief Clerk should be familiar with all aspects of precinct operation. Other duties include:

1. Supervises registration check-in process.
2. **Processes voters on the precinct’s inactive voters list.**
3. If the status of a voter is in question, the Chief Clerk tries to determine status of voter using the e-poll book, precinct map, and/or calling the Probate Court to verify voter status.
4. Provisional Balloting – the Chief Clerk is the Provisional Ballot Officer for the precinct and handles all aspects of the provisional voting process in addition to any Provisional Ballot Officers appointed for the precinct. The Chief Clerk must be familiar with all steps involved in a voter casting a provisional ballot as outlined in the Poll Worker Guide. If a Provisional Ballot Officer has been appointed, it is the responsibility of the Chief Clerk to oversee this process. See video entitled: *“Poll Worker Positions.”*

C . PROVISIONAL BALLOT OFFICER – The Provisional Ballot Officer of the precinct is responsible for assisting the Chief Clerk of the poll to determine the status of the voter and to handle all aspects of the provisional ballot voting process. The Provisional Ballot Officer must have a thorough understanding of the process and necessary forms to be submitted to insure that the provisional ballot will be counted. The steps involved in a voter casting a provisional ballot are outlined in the Poll Worker Guide. The Provisional Ballot Officer should be able to utilize the e-poll book polling place search application and precinct maps to verify the voter status. It is the responsibility of the Chief Clerk to oversee the Provisional Ballot Officers. See video entitled: “Provisional Balloting”.

D. REGISTRATION CLERK – The primary duty of the Registration Clerk is to check-in voters as they enter the precinct. Steps to follow are:

1. Verify with the Inspector before the Poll opens that any supplemental list of absentee voters received have been noted on the e-poll book.

See video entitled: “*Registration Table – Voter Check In.*”

2. It is not proper for the Registration Clerk to call out in advance to ask the name of a person who is approaching the registration table in order to qualify to vote. The person seeking to vote should simply be asked to furnish their name and identification, if they do not readily volunteer them.
3. If the voter's name is not located in the e-poll book, or if the voter doesn't have proper photo identification, or if the voter is coded as receiving an absentee ballot or if the name, date of birth or address printed on an identification differs from what is displayed on the e-poll book, refer the voter to the Chief Clerk.

E. BALLOT TABLE CLERK – The Ballot Table Clerk is responsible for the distribution of the correct ballot to each voter. Steps to follow are:

1. Place secrecy folders on the Ballot Table.
2. Ballots are packed in separate boxes, which are labeled with the ballot style, quantity and serial numbers of the ballots therein. **BE SURE TO DETERMINE IF YOU ARE A MULTIPLE BALLOT PRECINCT.** It is suggested that one Ballot Table Clerk be assigned to monitor

a n d
control the usage of the ballots throughout the day. This will make reconciling your ballot inventory after 7:00 p.m. much easier. DO NOT OPEN ADDITIONAL BOXES UNTIL NEEDED.

3. The ballot style the voter is to receive will be noted on the Voter ID slip. Remove one (1) ballot from the pad of ballots of the corresponding style. Be sure that the stub remains attached to the ballot pad. The ballots shall be given out in sequence beginning with the lowest numbered ballot. Hand the ballot, a secrecy folder and a marking pen to the voter and direct him to the privacy dividers. The used Voter ID slips should be returned in the envelope provided in your supplies. The envelope is to be placed in the Record of Election Box after closing the Poll.

F. **BALLOT COUNTER CLERK** – The main function of Ballot Counter Clerk is to monitor the DS 200 Ballot Counters. Steps to follow are:

1. Position yourself between the Ballot Counters assigned to your precinct. Be aware of the

voter's privacy as he casts his ballot.

2. Be available to voters who have questions or difficulty getting the Ballot Counter to accept their ballots.
 3. Do not touch a voter's ballot or feed a voter's ballot into the ballot counter unless the voter specifically asks you to do so.
 4. Give an "I VOTED" sticker to the voter once he has scanned his ballot and is leaving the poll. Do Not place the sticker on the voter yourself – simply hand the sticker to the voter so the voter may place it as desired.
 5. Remove and discard posters from the precinct after the close of the polls.
See video entitled: "Pointers for Ballot Counter Clerks."
- G. ROVER CLERK – The Rover Clerk fills in where needed throughout the voting center so this clerk should be familiar with the duties of all other assistant clerks. Additional duties include:
1. Encourage voters entering the voting center to have their ID ready. Direct a voter's attention to the "Acceptable Forms of Photo ID" poster hanging in your poll if a voter has a question about what is acceptable. PLEASE NOTE THE REQUIREMENT THAT A VOTER MUST PRESENT A VALID PHOTO ID.
 2. Remove signs on wires after the close of the polls, repack the signs and wires in the clear plastic bag and place beside the ballot counter for pick up. See video entitled: "Pointers for Rover Clerks."

II. BEFORE THE POLLS OPEN

Following the instructions in the E-Poll book training guide, set up the E-Poll book. Then, **RETRIEVE THE “BEFORE POLLS OPEN” ENVELOPE.**

A. WHEN TO REPORT TO THE POLLING PLACE – Alabama law states that the polls must open at 7:00 A.M. and shall remain open for voting until 7:00 P.M. **All Election Officials must be at the Polling Place at least 1 hour before the polls open.**

B. IF AN ELECTION OFFICIAL FAILS TO REPORT TO THE POLLING PLACE – If an Election Official(s) fails to report to his appointed voting place in time to perform his official duties, the Inspector is authorized by law to appoint the needed officials by filling the vacant positions from the qualified voters of that precinct. These newly appointed officials should take the oath and serve just as regular officials would. **If the Inspector and/or Chief Clerk fail to report, the Probate Court’s Election Center should be contacted immediately for instructions.**

C. WHAT TO DO BEFORE THE POLLS OPEN – The following steps must be taken before the polls open. See video entitled: *“Poll Worker Duties – Opening the Polls.”*

1. SET UP THE POLLING PLACE – Generally, the polling place should be set up, utilizing the diagram of the Ideal Voting Center (on the right) as a guide. Place the registration tables near the entrance.

The Ballot Table should be placed near the registration table.

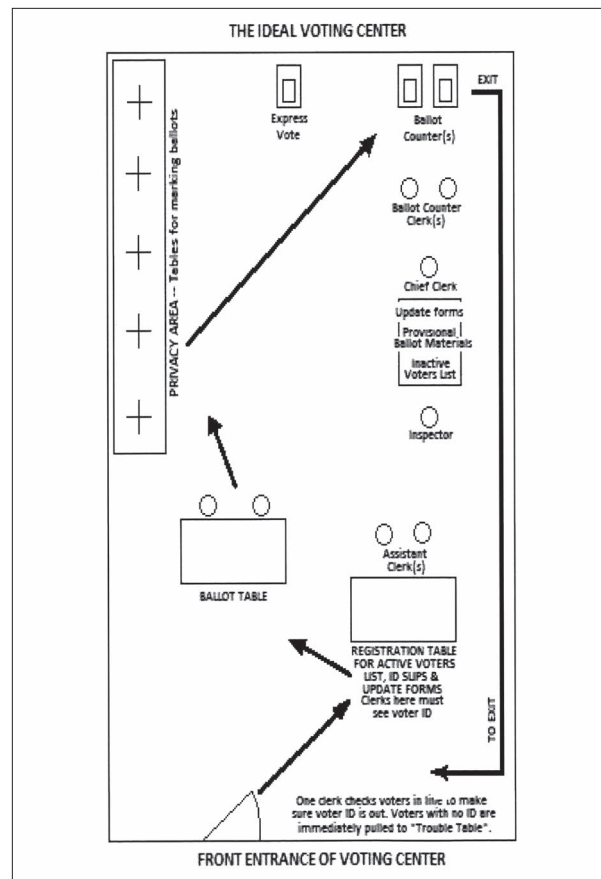
Place the cardboard privacy dividers on tables. Position the Ballot Counters in a place that is easy to see so that voters flow through the polling place in an orderly manner.

Power up all Ballot Counters and the ExpressVote™ as soon as you can after arriving at the poll so that if you encounter any problems a technician may be sent immediately.

Be sure to place the ExpressVote™ with the screen facing the wall to afford privacy to the voter.

2. POST the sample ballots and posters and signs provided.

3. MARK the 30 foot neutral zone from the entrance to the precinct (a sign and chalk are provided for this purpose).



4. **SIGN THE OATH OF OFFICE** – Inspector reads the oath aloud and all poll workers and watchers must sign the oath sheet in the spaces provided.
5. Set up e-poll books.
6. **APPLY** precinct identification labels provided in your supplies to all envelopes that will be used to return your election material. This will help us on election night to ensure that all necessary material from your precinct has been turned in.
7. **VERIFY DELIVERY LABELS ON ALL BALLOT COUNTERS AND EXPRESSVOTE™** to confirm that you have received equipment assigned to your polling place.

See video entitled: *“Poll Worker Duties – Opening the Polls.”*

III. SETTING UP THE BALLOT COUNTER

1



Your ballot counter is an ES&S Model DS200. Roll the machines to their proper location for voting (refer to Ideal Voting Center diagram in this book). Lock the casters on the ballot counter in place.

2



Using the silver ballot box key, remove the ballot counter power cord from the rear compartment. An extension cord will also be delivered for your use if needed. Plug the ballot counter into a regular wall outlet.

IMPORTANT: MAKE SURE THE DS200 IS PLUGGED INTO A WORKING POWER SOURCE BEFORE OPENING THE UNIT. If the unit is not connected to AC power, it will not power on when the display screen is opened.

3



Using the silver key, unlock both doors on the ballot box and confirm that the ballot box and emergency bin are empty of ballots.

4



Remove the security seal from the ballot box lid.

III. SETTING UP THE BALLOT COUNTER

5



Unlock the toggle latches and gently lift the lid.

6



Using the barrel key, unlock and gently lift the screen

7



IMPORTANT: THE DS200 WILL POWER UP AUTOMATICALLY. If the DS200 does not power up upon lifting the screen, use the barrell key to unlock the left side access door and press the “Power” button.

8



When the screen is raised, the unit will begin to power up and a configuration report will print. **LEAVE ALL REPORTS ATTACHED.**

III. SETTING UP THE BALLOT COUNTER

9



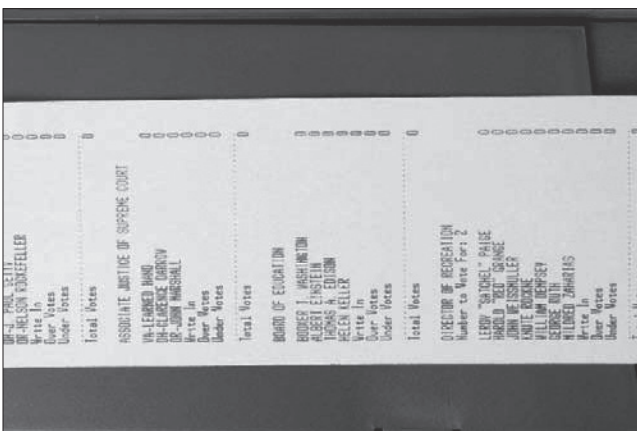
Green check marks will confirm that the Election Definition is found and the unit is connected to power.

10



SELECT OPEN POLLS. Wait for the status and zero totals reports to automatically print. LEAVE ALL REPORTS ATTACHED.

11



Verify that all offices and/or issues on this report apply to your precinct and that there are no votes cast for any candidate or issue. VERIFY THAT YOUR POLLING PLACE NAME IS PRINTED ON THE TAPE.

12

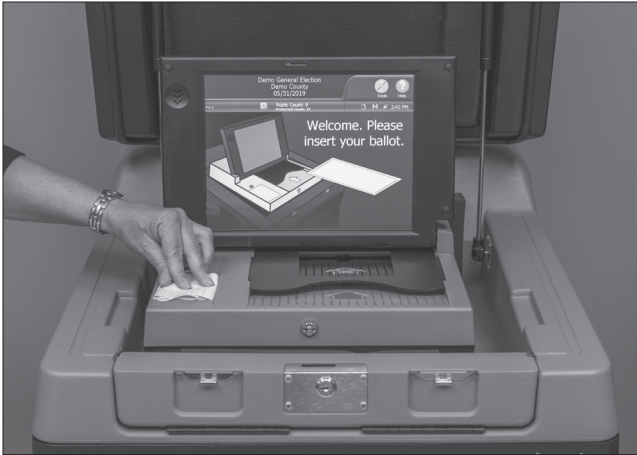


Confirm the date, time, election and poll name is correct. Touch **GO TO VOTING MODE**.

Confirm the "Public Count" is zero. NOTE: Call the Election Center at 574-6082 for assistance if the Public Count is not zero.

III. SETTING UP THE BALLOT COUNTER

13



Sign the Zero Totals Report. **DO NOT REMOVE THIS TAPE.** When the printing is completed, roll up the tape (or fold it accordion style).

14



Tape the protective cover card (provided in your supplies) over the entire tape. Affix top and bottom of the card to the ballot counter with tape.

15



Insert printed ballots as indicated. The DS200 can scan ballots and ExpressVote cards inserted in any orientation.

16



Insert ExpressVote cards as indicated.

IV. SETTING UP AND USING THE EXPRESSVOTE VOTER ASSIST TERMINAL

The ExpressVote™ Voter Assist Terminal allows voters with disabilities and other special needs to mark a ballot privately and independently. The ExpressVote™ does not tally or store votes; rather, it is a ballot-marking system designed to provide privacy and accessibility to voters who are blind, vision-impaired, or have a disability or condition that would make it difficult or impossible to mark a ballot in the usual way.

1



Position the ExpressVote™ on the table.

Turn the ExpressVote™ up straight and position it to face a wall for voter privacy.

Plug the Express Vote™ power cord into a wall outlet and into the power supply block attached to the back of the machine.

2



Using the barrel key, open the left side access door.

3



Flip the Power Switch to ON and flip the Mode Switch to VOTER. Close and lock the access door. **Note: The system start up can take several minutes.**

IV. SETTING UP AND USING THE EXPRESSVOTE VOTER ASSIST TERMINAL

4



Plug in the ADA accessories, the head phones into the appropriate port on the front of the terminal. The key pad is plugged into the left side access compartment and attached with Velcro.

5



Enter the Election Code when prompted and touch **ACCEPT**.

6



Green check marks will confirm that the unit is plugged into power and the election and poll names are accurate.

7



Confirm the date and time are correct at the top of the screen. Touch OK to display the voter Welcome Screen.

IV. SETTING UP AND USING THE EXPRESSVOTE VOTER ASSIST TERMINAL

8



Insert the blank card into the ballot feed slot.

9



There are three ways to interact with the ES&S ExpressVote™.



Directly on the Touch Screen



The Keypad – includes Braille



The Sip-N-Puff – A personal ADA Device

You may ZOOM IN/OUT to make the text on the screen appear larger than the system default. You may also touch CONTRAST to change the default colors on the screen to black and white.



The following ES&S ExpressVote™ options are on the keypad to make the audio easier to hear:

- REPEAT will repeat the text just read through the headphones
- TEMPO will speed up the audio or slow down the audio being read through the headphones
- VOLUME will increase or decrease the audio being read through the headphones
- The SCREEN button will turn off the display and touch the button again to turn the display back on.

IV. SETTING UP AND USING THE EXPRESSVOTE VOTER ASSIST TERMINAL

10



The voting instructions screen will appear after inserting the ballot card. **TOUCH NEXT.**

11



Read or listen to the instructions for voting. The contest screen displays the first office and **TOUCH** the candidate of your choice. Once your choice has been made **TOUCH NEXT.**

12



Repeat the process until you consider all contests and questions on the ballot. The SUMMARY SCREEN appears when you have considered all contests and questions on your ballot. Review this screen to confirm your selections. Note: no selections have been marked on your ballot at this point.

13



To make a change to your selection, **TOUCH THE CONTEST.** Once your selections have been confirmed touch **PRINT CARD.**

IV. SETTING UP AND USING THE EXPRESSVOTE VOTER ASSIST TERMINAL

14



Remove the printed card and submit your marked ExpressVote™ card to the DS200 ballot counter for tabulation

EXPRESSVOTE MARKER CLOSING PROCEDURES

1



Using the barrel key, open the left side access compartment and flip the Power Switch to OFF.

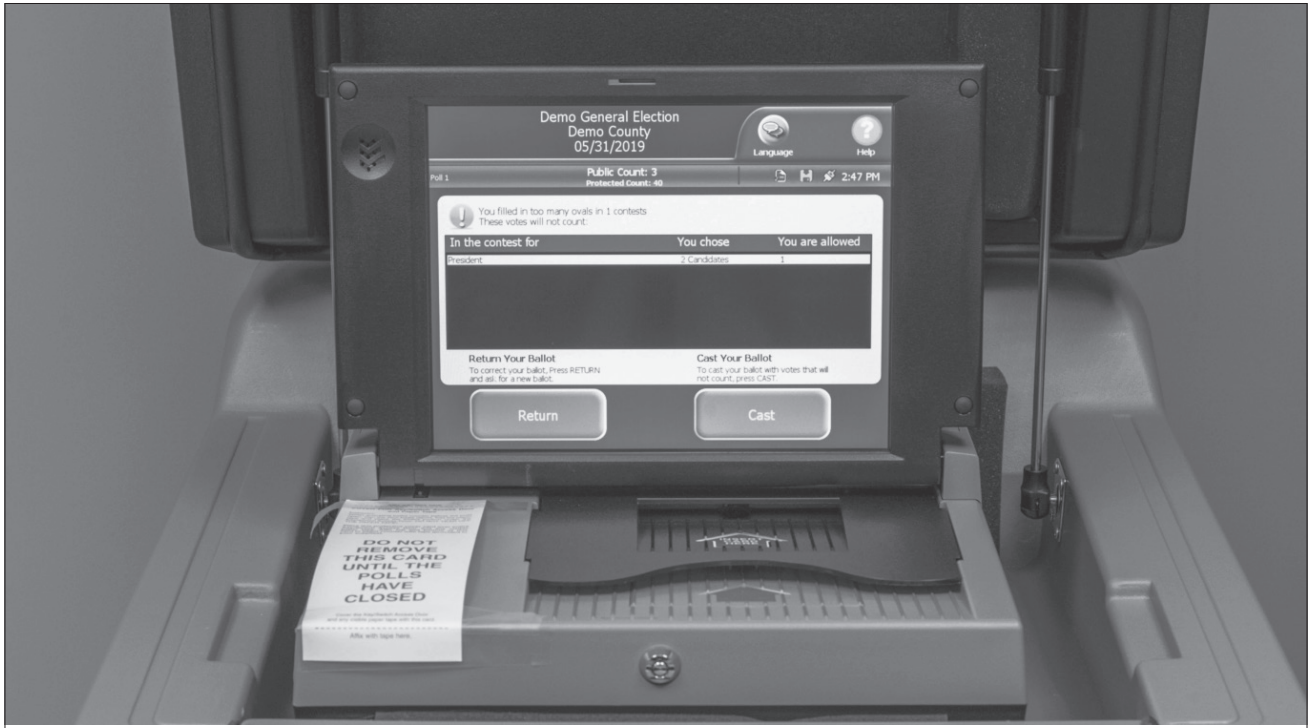
Unplug the unit and all ADA accessories. Note: Be sure to close and re-lock the left side access compartment.

2



Return the unit and ADA accessories to the soft-sided case.

V. “Return Ballot” or “Cast”



Upon the voter casting an “overvote” also known as “double-vote,” or “blank” ballot, there will be a notification. The ballot counter will retain the ballot and the voter will then be given the option to “Return” ballot or “Cast” ballot as marked. When you “Cast” the ballot as marked, overvotes and unreadable marks will not be counted as valid votes.

See video entitled: *“Voting Mistakes and Overvoting.”*

VI. ELECTION DAY OVERVIEW – WHILE CITIZENS ARE BEING PROCESSED TO VOTE

A. PHOTO VOTER IDENTIFICATION – Each Alabama elector is required to provide valid photo identification to an appropriate election official prior to voting. The identification document must have the name of the elector and his or her photo. It does not have to state the address or date of birth of the elector. If the identification document contains an address and/or date of birth, it should be compared to the address and/or date of birth contained in the e-poll book. ***If the name, address and/or dates of birth do not match, the elector should be referred to the Chief Clerk for processing, as the elector may need to update the elector's voter registration or be referred to a different poll to vote.***

Valid forms of photo identification include:

1. A valid Alabama driver's license, including a digital driver's license for a smart phone;
2. A valid Alabama non-driver identification card;
3. A valid Alabama voter identification card containing a photograph of the voter;
4. A valid identification card issued by a branch, department, agency, or entity of the State of Alabama, any other state, or the United States authorized by law to issue personal identification, provided that such identification card contains a photograph of the voter;
5. A valid United States passport; passport card; or global entry card;
6. A valid employee identification card containing the photograph of the voter and issued by any branch, department, agency, or entity of the U.S. government, the State of Alabama, or any county, municipality, board, authority, or other entity of this state;
7. A valid student or employee identification card issued by a public or private college, university, or postgraduate technical or professional school **located within the State of Alabama, provided that such identification card contains a photograph of the voter;** (Note - An electronic student identification card on a voter's smart phone is an acceptable form of photo identification. But a photocopy of a student identification card is not an acceptable form of photo identification.)
8. A valid United States military identification card, provided that such identification card contains a photograph of the voter; or
9. A Transportation Worker Identification Card (TWIC).
10. A valid tribal card containing a photograph of the voter.

A voter who does not have valid photo identification shall be permitted to vote if the voter is positively identified by two election officials as a voter on the list who is eligible to vote and the election officials sign sworn affidavits so stating. If two poll workers are not able to identify the voter, the voter must vote a Provisional Ballot. The Alabama Secretary of State has defined "positively identify" to mean that the election official is personally acquainted with the voter and knows the voter lives in the precinct.

The affidavit must be returned in Envelope #6 on election night and placed in the Record of Election Box.

Election Officials' Affidavit for Identifying Qualified Elector		
County of _____		
State of Alabama		
I, _____ (print name), and _____ (print name) who are both election officials in the above stated county, do hereby swear or affirm that _____ (print elector's name) does not have a valid Alabama photo identification in his/her possession at the polls. I further swear or affirm that said elector has been positively identified by me as a voter on the poll list who is eligible to vote.		
I further swear or affirm under penalty of perjury that all information provided in the affidavit above is true and correct.		
_____ (Date of Election)	_____ (Signature of election official)	_____ (Signature of election official)
FORM PVI-03	_____ (Printed name)	_____ (Printed name)

As noted above, the identification document must be valid. Alabama law provides that an Alabama driver's license and non-driver identification card remain "valid" for 60 days after the stated expiration date on the document. If there is a question whether the voter is the person depicted in the photo identification presented, the voter should be referred to the Chief Clerk. If the Chief Clerk and Inspector do not believe the identification furnished by the voter adequately identifies the voter (for example, the hair color is different or the voter looks significantly different), the Inspector should challenge the voter and the voter should be processed utilizing the provisional ballot method.

Posters stating the acceptable forms of identification are included with your precinct supplies.

It is not proper for the Registration Clerk to call out in advance to ask the name of a person who is approaching the registration table in order to qualify to vote. The person seeking to vote should simply be asked to furnish their name and identification, if they do not readily volunteer them. See video entitled: *"Photo Identification."*


B. Once the voter is identified using the e-poll book, the Registration Clerk will obtain the signature of the voter and issue a "Voter ID Slip" from the attached printer. The voter will take the "Voter ID Slip" and proceed to the Ballot Table. See video entitled: *"Registration Clerk: Voter Check In."* and *Tenex Elections Poll Book Registration Clerk Training Manual*

C. DISTRIBUTION OF BALLOTS – The ballot table clerk takes the Voter ID slips and issue ballots. **The ballot style the voter is to receive will be noted on the Voter ID slip. Remove one (1) ballot from the pad of ballots of the corresponding style. Be sure that the stub remains attached to the ballot pad. The ballots shall be given out in sequence beginning with the lowest numbered ballot.**

D. MULTIPLE OR SPLIT BALLOT PRECINCTS

BE SURE ALL REGISTRATION CLERKS AND BALLOT/POLL LIST TABLE CLERKS KNOW IF YOU ARE A "MULTIPLE" OR "SPLIT" BALLOT PRECINCT.

See video entitled: *“Precincts Serving Multiple Districts.”*

E. HOW AND WHERE THE VOTER SHOULD VOTE – The Ballot Table Clerk will then offer the voter a Secrecy Folder and a marking pen and should tell the voter to use only the pen provided as other inks may cause the ballot to be rejected or jam. The Ballot Table Clerk or any other of the election officials may instruct the voter how to mark the ballot before the voter begins marking his/her ballot. The voter should be told to mark the ballot by filling in the oval next to the voter’s choice like this . This voter shall be directed to the tables with privacy dividers to mark his/her ballot. If the voter changes his/her mind and does NOT cast the issued ballot, refer the voter to the Inspector.

F. SPOILED BALLOTS – If a voter makes a mistake in marking his or her ballot, he/she should be directed to the Inspector who will take the voter to the Chief Clerk table (See e-poll book guide for spoiling ballot.) **The spoiled ballot should not be destroyed.** Before giving the voter a new ballot, the Inspector shall have him/her tear off one corner of the spoiled ballot and have the voter place it in the “SPOILED BALLOTS” envelope that is provided in the election supplies. The “Spoiled Ballot” envelope is returned in the Record of Election Box at the close of the Poll.

If a voter does not wish the Inspector to see how the ballot was marked, the voter may keep the spoiled ballot in the secrecy folder and expose only the bottom portion indicating the ballot style so the Inspector may obtain a new one. A voter would have the option too of filling in all the ovals on the entire spoiled ballot so that no one would know how he intended to vote. The voter would then be asked to tear off one corner of the spoiled ballot and place it in the envelope provided as referenced above.

If, after being issued a ballot, a voter decides not to vote, treat the ballot as a spoiled ballot.

G. PLACING BALLOT IN THE BALLOT COUNTER – The voter should personally place his or her ballot in the ballot counter. The ballot may be inserted in any direction. **The Ballot Counter Clerk should not insert the ballot for the voter unless the voter requests assistance inserting the ballot.** Any ballot marking errors will trigger an alarm bell and the error message will appear on the ballot counter’s display panel. If the voter or Ballot Counter Clerk was unable to read the error messages, have the voter scan his ballot again so the message will reappear.

H. INSTRUCTING THE VOTER

1. INSTRUCTION IN VOTING - Officials are allowed to instruct voters in voting at any time before the voter begins marking his ballot. No records or forms are required for such instruction.
2. VOTING ASSISTANCE - If a voter wishes assistance, he or she may receive assistance as follows:
 - a. The voter signs the e-poll book.
 - b. The voter tells the poll worker that he or she wants assistance, and the voter selects a person to assist them. A poll worker may provide assistance. Exception: The voter’s employer, agent of their employer, official or agent of the voter’s union may not assist. (See e-poll book guide for requesting assistance.)
 - c. The person providing assistance then signs the e-poll book.

See video entitled: *“Voter’s Needing Assistance on Election Day.”*

I. TIME LIMITATIONS – Any voter remaining in the polling place for four (4) minutes or longer may be asked by a poll official if he or she requires assistance. At the same time, the voter shall be reminded that he or she has the right to have the assistance of any other person permitted by law, and that the poll officials may assist the voter if he or she so desires. If the voter does not desire assistance, the voter shall be permitted to remain in the polling place, for no less than one additional minute. At the end of this additional minute and if there exists a line of individuals waiting to vote, the voter may be informed that time is up and be asked to leave; but, if there is no line, the voter shall have as much time as necessary to finish voting. If the voter does request assistance, the voter may have the assistance of any person of his or her choosing currently in the polling place, as allowed by federal law, and may have no less than an additional five (5) minutes to vote. At the end of this additional five (5) minutes and if there exists a line, the voter may be informed that time is up and be asked to leave the polling place; but, if there is no line, the voter shall have as much time as necessary to finish voting. Before a voter receives assistance in this scenario, the voter and person assisting the voter must be taken to the Chief Clerk's table so the e-poll book can be updated to reflect that assistance was received.

J. BREAKS AND LUNCH – See video entitled: *“Key Points for Poll Workers to Remember on Election Day.”*

The polling precinct must remain operational at all times between 7:00 A.M. and 7:00 P.M. The Inspector should schedule poll workers' breaks and lunch periods at staggered times. According to state law, poll workers may not leave the poll during Election Day. If the Inspector takes a break, the Chief Clerk should be readily available if a question arises.

K. CLOSURE OF POLL PRECINCTS

The polling place must stay open for voting until the polls close at 7:00 P.M. At that time the Inspector should announce aloud that, “The polls are now closed”; however, any voters inside the polling place or in line at that time must be allowed to vote. If voters are in line outside the Poll at 7:00 P.M., post a poll worker at the end of the line so that anyone else arriving late may be turned away. Votes are not counted until every voter has finished voting and departed from the Poll. Poll workers should not leave the precinct until preparation of the election material to be returned to Election Staff has been completed and the poll workers have been released by the Inspector. **Don't rush to close a poll.**

Members of the general public and media are permitted to observe the closure process, provided they do not interfere with the election officials' tasks. No poll watcher credential is required. Photography inside the poll is permitted after the poll closes.

See video entitled: *“Poll Worker Duties – Closing the Polls.”*

VII. VOTER VERIFICATION

VOTER VERIFICATION – If: (1) the e-poll book indicates that voter is inactive, at the wrong poll, or does not exist in the database, or (2) the identification document furnished by the voter contains a name, address, and/or date of birth that do not correspond with the name, address and/or date of birth displayed on the e-poll book screen, the Registration Clerk should refer the voter to the Chief Clerk.

A. IF A VOTER IS CODED INACTIVE – the Chief clerk should require the voter to complete a Voter Reidentification Form and return the same to the Chief Clerk. A photocopy of the form is printed below. The Chief Clerk should check the Update box on the Voter Reidentification Form. The voter will then be directed to the Ballot Table and from that point the voter will be processed as other voters whose names were on the active voters list. Reminder: the Voter Reidentification Form and all lists of registered voters must be returned in the envelope marked Board of Registrars (Envelope 1A). The voter will, upon return of the election materials, be restored to the active voter list by the Board of Registrars.

B. IF THE E-POLL BOOK INDICATED THE VOTER WAS AT THE WRONG POLL OR DID NOT EXIST IN THE DATABASE, the Chief Clerk will check the e-Poll book to determine the poll to which the voter is assigned to vote. If the voter is at the wrong poll, the Chief clerk will initiate the voter transfer procedure. See Section VIII Voter Transfer Form. If the voter's name is not contained in the e-Poll book database, the Chief Clerk should contact the Probate Court Election Center for assistance and, if necessary, the Election Center will involve the Board of Registrars in addressing the matter. If the Board of Registrars verifies that a voter is eligible to vote at your Poll, follow the procedure stated below.

C. IF A VOTER'S NAME, ADDRESS AND/OR DATE OF BIRTH ON THE VOTER'S IDENTIFICATION DOCUMENT DOES NOT MATCH THE VOTER'S NAME, ADDRESS AND/OR DATE OF BIRTH DISPLAYED ON THE E-POLL BOOK SCREEN, the Chief Clerk's actions depend on the nature of the discrepancy.

1. If the voter's name does not match the voter's name, contained in the e-poll book database, have the voter confirm their correct legal name. If the correct legal name is what is reflected in the e-poll book database, the voter is processed as a regular voter. If the correct legal name differs from what is reflected in the e-poll book database, the voter must complete a Voter Reidentification Form and return the same to the Chief Clerk. A photocopy of the form is printed below. The Chief Clerk should check the Update Box on the Voter Reidentification Form. It is recommended that the Chief Clerk add an explanatory note to the Board of Registrars calling attention to the name discrepancy.
2. If the voter's date of birth does not match the date of birth for the voter stated in the e-poll book database, have the voter confirm their correct date of birth. If the correct date of birth is what is reflected in the e-poll book database, the voter is processed as a regular voter. If the correct date of birth differs from what is reflected in the active voters list, the voter must complete a Voter Reidentification Form and return the same to the Chief Clerk. A photocopy of the form is printed below. The Chief Clerk should check the Update Box on the Voter Reidentification Form. It is recommended that the Chief Clerk add an explanatory note to the Board of Registrars calling attention to the date of birth discrepancy.
3. If the voter's identification document contains an address and the address differs from what is stated in the e-poll book database, the Chief clerk should ask the voter where the voter currently resides.
 - a. If the voter's residence is located within the precinct and the same address that is reflected in the e-poll book database, the voter is processed as a regular voter.

- b. If the voter's residence is located within the precinct but the address differs from what is stated in the e-poll book database, the voter must complete a Voter Reidentification Form and return the same to the Chief Clerk. A photocopy of the form is printed on page 27. The Chief Clerk should check the Update Box on the Voter Reidentification Form. It is recommended that the Chief Clerk add an explanatory note to the Board of Registrars calling attention to the address discrepancy. The voter is then processed as a regular voter.
 - c. If the voter's residence is NOT located within the precinct, the Chief Clerk should utilize the voter address look up to search on the e-Poll book and print the voter transfer form. Explain to the voter that the voter is not at the proper place to vote, and the voter should go to the correct poll to vote. See Section VIII. Voter Transfer Form. The Chief Clerk should explain to the voter that by going to the correct poll to vote a provisional ballot, the voter's registration will be updated in the State's voter registration system as to future elections AND the voter's vote will count. If the voter objects to going to the correct poll to vote, the Chief Clerk should call the Inspector and explain to the Inspector what has occurred. It will then be the responsibility of the Inspector to challenge the voter's ability to vote at the incorrect precinct. The Inspector's Statement of Challenge form is included in the Provisional Ballot Box. If the Inspector challenges the voter's ability to vote, the Chief Clerk should process the voter utilizing the provisional ballot method.
- 4. If a voter goes to the poll of the precinct in which the voter currently resides, but the voter's name is not on the Poll's e-poll book database, because the voter has not updated his registration with the Board of Registrars, the Chief Clerk should confirm that the voter is registered to vote within Mobile County. Upon verification that the voter is registered, the Chief Clerk should process the voter utilizing the provisional ballot method. The Chief Clerk should explain to the voter that the voter's registration will be updated in the State's voter registration system as to future elections AND the voter's vote will count. The voter should not be referred to the Poll in the e-Poll book database.
- 5. If the voter goes to the poll of the precinct at which his name is reflected in the e-poll book database AND THE VOTER INFORMS ANY POLL WORKER THAT THE VOTER NO LONGER LIVES WITHIN THE PRECINCT, the poll worker should refer the voter to the Chief Clerk. The Chief Clerk should utilize the address look up features on the e-Poll book, and print the Voter Transfer Form. Explain to the voter that the voter is not at the proper place to vote, and the voter should go to the correct poll to vote. See Section VIII. Voter Transfer Form. The Chief Clerk should explain to the voter that by going to the correct poll to vote a provisional ballot, the voter's registration will be updated in the State's voter registration system as to future elections AND the voter's vote will count. If the voter objects to going to the correct poll to vote, the Chief Clerk should call the Inspector and explain to the Inspector what has occurred. It will then be the responsibility of the Inspector to challenge the voter's ability to vote at the incorrect precinct. The Inspector's Statement of Challenge form is included in the provisional Ballot Box. If the Inspector challenges the voter's ability to vote, the Chief Clerk should process the voter utilizing the provisional ballot method.

6. If the voter goes to a poll and the voter's name is not contained in the e-poll book database for the precinct and the voter's name is not reflected in the e-poll book database, the Chief Clerk should contact the Probate Court Election Center to ascertain the status of the voter. If it is determined that the person is not registered to vote, but the person insists on voting at this Poll, the voter should be processed utilizing the provisional ballot method.
7. In the process of confirming the identification of voters, it should be noted that: (a) it is very common for citizens to move and not update their driver's license at the time their address changes; and (b) the Alabama Attorney General has opined that: (1) Alabama driver's licenses and non-drivers identification cards are NOT proof of residency; and (2) the address stated on an Alabama driver's license or non-drivers identification card DOES NOT have to match the address of a voter stated in a precinct's e-poll book database.
8. It should be noted that if the voter does not complete the provisional ballot procedure or if the election officials do **not** properly complete the provisional ballot procedure, that prevents the provisional ballot being processed by the Board of Registrars and the matter in the voter registration system that needs to be addressed will **not** be addressed and the incorrect status quo remains.

VIII. Voter Transfer Form

If the voter's residence is not located within the precinct, the Chief Clerk determine the voter's correct polling place. This information should be included on the pink Voter Transfer Form.

The form is a two-part form. The original pink copy should be given to the voter to take with them to their correct precinct. **The white copy should be retained by the Chief Clerk of the transferring precinct and returned to the Probate Court in Envelope 14 on Election Night.**

Upon arrival at the correct precinct, a voter observed to have a pink Voter Transfer Form should immediately locate the Inspector or Chief Clerk. It is not necessary to go to the Registration Table. The Chief Clerk should check the e-poll book database. If the voter is reflected as being registered to vote at the Poll, the voter is processed as a regular voter. When a voter presents to the Inspector or Chief Clerk at a Poll and the e-poll book data base does NOT reflect that the voter is already assigned to vote at your poll, the Chief Clerk should collect the original pink slip and immediately proceed to issue a provisional ballot. **All pink Transfer Slips are to be collected and returned to the Probate Court in Envelope 14 on Election Night.**

MOBILE COUNTY, ALABAMA Elections (Primary, Run-Off, General)

_____ appeared this date at the below
named polling center. It was determined by the undersigned that said person
should vote at Precinct No. _____, which is _____
and is located at _____.

Date: _____

Inspector/Chief Clerk (Pct. No. _____)

Name of Pct. _____

Phone number: _____

BALLOT STYLE: _____

Instructions to Voter:

Please take this slip **DIRECTLY** to the inspector or chief clerk at the voting center listed above. You do not have to wait in line; please ask for the inspector or chief clerk when you arrive and give them this slip. They have been advised of this procedure and will be able to assist in processing you to vote.

IX. VOTER REIDENTIFICATION

REIDENTIFICATION – If an active voter has not voted in a four (4) year period, his name will be placed on the INACTIVE voter list. Additionally, if a voter has not confirmed his/her address with the Board of Registrars as periodically required by the National Voter Registration Act of 1933 and the Alabama Statewide Voter File Maintenance Process, that voter likewise will be placed on the inactive voter list. A person appearing to vote who has been placed on the INACTIVE voter list will be allowed to vote in the usual manner; **however, he/she must first complete a Voter Reidentification Form.** This form will be used to restore the voter to an active status. **Be sure the Update Box is checked for all voters completing the Reidentification Forms.**

Note: All voters lists and forms are required by law to be returned to the Board of Registrars in Envelope 1A. Do not remove any pages from these lists.

VOTER'S REIDENTIFICATION/UPDATE FORM <small>FOR USE BY U.S. CITIZENS ONLY ♦ FILL IN ALL BOXES ON THIS FORM ♦ PLEASE USE INK ♦ PRINT LEGIBLY</small>				<small>NVRA-20</small>												
<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> UPDATE <input type="checkbox"/> VERIFICATION </div>																
<div style="display: flex; justify-content: space-between;"> <div> <p>① Are you a citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>② Will you be 18 years of age on or before election day? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>ATTENTION! If you answer "No" to either of these questions, do not complete this application.</p> </div> </div>																
<div style="display: flex;"> <div style="flex: 1;"> <p>③ Print Your Name:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">First</td> <td style="width: 25%;">Middle</td> <td style="width: 25%;">Last</td> <td style="width: 25%;">Suffix</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table> </div> <div style="flex: 1; border: 1px solid black; padding: 5px;"> <p>Alabama Driver's License or Non-Driver ID Number:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">STATE</td> <td style="width: 20%;">NUMBER</td> </tr> <tr> <td> </td> <td> </td> </tr> </table> </div> </div>				First	Middle	Last	Suffix					STATE	NUMBER			
First	Middle	Last	Suffix													
STATE	NUMBER															
<div style="display: flex;"> <div style="flex: 1;"> <p>④ Print Maiden Name / Former Name (if reporting a change of name)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">First</td> <td style="width: 25%;">Middle</td> <td style="width: 25%;">Last</td> <td style="width: 25%;">Suffix</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table> </div> <div style="flex: 1; border: 1px solid black; padding: 5px;"> <p>IF YOU HAVE NO ALABAMA DRIVER'S LICENSE OR ALABAMA NON-DRIVER ID NUMBER</p> <p>Last four digits of Social Security number:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> <p><input type="checkbox"/> I do not have an Alabama driver's license or Alabama non-driver ID or a Social Security number.</p> </div> </div>				First	Middle	Last	Suffix									
First	Middle	Last	Suffix													
<div style="display: flex;"> <div style="flex: 1;"> <p>⑤ Date of Birth (mm/dd/yyyy):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> </div> <div style="flex: 1;"> <p>⑥ Primary Telephone:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">()</td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table> </div> <div style="flex: 1;"> <p>⑦ Email Address:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 100%;"> </td> </tr> </table> </div> </div>								()								
()																
Addresses	Current	<p>Address where you live: (Do not use post office box)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Home Address (include apartment or other unit number if applicable)</td> <td style="width: 20%;">City</td> <td style="width: 20%;">State</td> <td style="width: 20%;">ZIP</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>			Home Address (include apartment or other unit number if applicable)	City	State	ZIP								
	Home Address (include apartment or other unit number if applicable)	City	State	ZIP												
Old	<p>Address where you receive your mail:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Mailing Address, if different from Home Address</td> <td style="width: 20%;">City</td> <td style="width: 20%;">State</td> <td style="width: 20%;">ZIP</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>			Mailing Address, if different from Home Address	City	State	ZIP									
Mailing Address, if different from Home Address	City	State	ZIP													
<p>Address where you were last registered to vote: (Do not use post office box)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Former Address</td> <td style="width: 20%;">City</td> <td style="width: 20%;">County</td> <td style="width: 20%;">State</td> <td style="width: 20%;">ZIP</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>			Former Address	City	County	State	ZIP									
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<div style="display: flex;"> <div style="flex: 1;"> <p>⑧ Race (check one)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> White</td> <td><input type="checkbox"/> Black</td> </tr> <tr> <td><input type="checkbox"/> Asian</td> <td><input type="checkbox"/> American Indian</td> </tr> <tr> <td><input type="checkbox"/> Hispanic</td> <td><input type="checkbox"/> Other</td> </tr> </table> </div> <div style="flex: 1;"> <p>⑨ Sex (check one)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> Female</td> <td><input type="checkbox"/> Male</td> </tr> </table> </div> </div>					<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Other	<input type="checkbox"/> Female	<input type="checkbox"/> Male				
<input type="checkbox"/> White	<input type="checkbox"/> Black															
<input type="checkbox"/> Asian	<input type="checkbox"/> American Indian															
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City	County	State	Country													
<p>WARNING! If you falsely sign this statement, you can be convicted and imprisoned for up to five years.</p>																
<p>Your Signature: _____ Date: _____</p>																

X. PROVISIONAL BALLOTS

A Provisional Ballot Box containing all materials necessary for provisional voting is provided to each precinct.

A voter shall be required to cast a Provisional Ballot when:

1. The name of the voter does not appear in the e-poll book database.
2. The voter's registration status cannot be determined by the poll workers.
3. The voter disputes the determination that he/she is not eligible to vote.
4. The voter does not have proper photo identification and two (2) poll workers cannot positively identify him/her.
5. The Inspector does not believe the identification furnished by the voter adequately identifies the voter.
6. Voter objects to the political party identified on the list of registered voters for the primary runoff election.
7. The e-poll book database indicates the voter requested an Absentee Ballot.
8. An Inspector has knowledge that the voter is not entitled to vote at that precinct and challenges the voter (see further information below).
9. A Federal or State court order extends the time for closing the polls.

INSPECTOR CHALLENGE – If a voter appears to be eligible to vote, but is challenged by an Inspector, the Inspector must fill out a multi-part “Inspector’s Statement of Challenge of Eligibility to Vote” form, explaining why the voter was challenged. After completing and separating the form, the original should be placed in the Provisional Ballot Box, a copy is attached to the voter’s Provisional Verification Statement (PB-3) and a copy is given to the voter. All other “Provisional Voting” steps remain the same and should be followed.

VOTER ELIGIBILITY VERIFICATION – The Provisional Ballot Officer (Chief Clerk) shall explain to the individual the process of voting a provisional ballot and in the presence of the individual **use reasonable efforts to contact the Probate Court Election Center to determine whether or not the individual is eligible to vote in that precinct.** If the Provisional Ballot Officer verifies the individual’s registration and/or eligibility to vote in that precinct, follow the Voter Verification procedure on page 24.

NOTICE TO PROVISIONAL VOTER – A Provisional Ballot officer, who cannot confirm an individual’s registration or eligibility to vote in that precinct, shall inform the voter of his or her legal right to vote a provisional ballot.

TO PROCESS A PROVISIONAL VOTER:

1. Remove all materials from the Provisional Ballot Box. Re-seal the top of the now empty box with the label provided.
2. Have the Voter sign on the Provisional Ballot roster.
3. Obtain from the supplies a Provisional Verification Statement (PB-3) and write in Section 1 the name of the election, election date, precinct number and ballot style. In Section 2 write the roster line number on which the voter signed and in Section 3, check the reason this voter is provisional.
4. Obtain a Provisional Ballot Return Envelope (PB-2) and write in the appropriate places the voter’s name and the roster line number on which the voter signed.
5. ISSUE TO THE VOTER:

- a. The Provisional Verification Statement (PB-3) with update form attached after the Provisional Ballot Officer completes his portion. Have the Voter complete the information in Section 4, and the update form, making sure he/she signs the sworn statement. Have the voter return this entire form to you.
- b. Instructions to ascertain if ballot counted. Voter keeps this for future use.

After collecting the voter's completed Update and Provisional Verification Statement (PB-3)

7. ISSUE TO THE VOTER:

- a. Provisional Ballot.
 - b. Inner (secrecy) envelope (PB-1).
 - c. Outer envelope (PB-2). Be sure you have written the voter's name and roster line number on the front before issuing to voter.
8. Direct the voter to a private area where he can mark his ballot in secret – usually where the provisional material is kept. **Do not allow the provisional voter to take his ballot into the area being used by regular voters as he may accidentally place his ballot in the Ballot Counter rather than the provisional ballot box.**
9. Have the voter place the ballot in the inner envelope (PB-1) and seal it. The voter should then insert the inner envelope (PB-1) into the outer envelope (PB-2) and seal it. Once sealed, the outer envelope (PB-2) should be deposited by the voter in the Provisional Ballot Box through the slot on the end of the box.

NOTE: If the voter fails or refuses to fully complete and execute Section 4 of the PB-3 Statement, the provisional ballot process should stop and provisional ballot materials should **NOT** be furnished to the voter. It is recommended that in such instance the information gathered concerning such voter be retained, placed in the PB-4 envelope with notations on the partially completed PB-3 statement as to what occurred.

RETURN OF MATERIALS –

If you **PROCESSED ANY PROVISIONAL VOTERS**, when the polls close:

1. Affix the white with red ink label/sticker over the ballot box slot to seal the slot.
2. Write the number of provisional ballots cast (voters) on the white sticker on top of the box.
3. Place Provisional Roster in PB-4 Envelope.
4. Place the completed Provisional Verification Statements (PB-3) (with update forms still attached) in the large envelope addressed to the Board of Registrars (PB-4). The PB-4 Envelope AND the sealed ballot box are delivered to Election Staff at your designated return site.
5. Place any **UNUSED**, extra provisional materials in one of the white plastic bags given for use in returning recyclable supplies.

If you **DID NOT** process any provisional voters, when the polls close:

1. Remove the provisional ballot rosters and the PB-4 return envelope from the Provisional Ballot Box.
2. Complete the bottom of each roster and sign, indicating that the number of provisional voters is "0."
3. Insert the rosters in the PB-4 Return Envelope for delivery to Election Staff.
4. Write "0" on the sticker on Provisional Ballot Box and return to Election Staff at your designated return site.

Provisional Ballot Supply Kit includes the following:

- Roster for persons casting Provisional Ballot.
- Inspector's Statement of Challenge of Eligibility Forms.

- Voter Instruction/Information Sheets.
- PB-1 Provisional Ballot Envelopes.
- PB-2 Provisional Ballot Return Envelopes.
- PB-3 Provisional Verification Statement with voter reidentification forms attached.
- PB-4 Precinct Provisional Return Envelopes.
- Provisional Ballot Pads.
- Label to reseal Provisional Ballot Box.
- Sticker to cover ballot slot on end of box after polls close.

PB-1

PROVISIONAL BALLOT ENVELOPE

INSTRUCTIONS TO VOTER:

STEP 1: Seal your Provisional Ballot in this envelope after you have marked it.

STEP 2: Place this envelope inside the Provisional Ballot Return Envelope (PB-2).

STEP 3: Complete the information on the front of Envelope PB-2 and place inside Provisional Ballot Box.

PB-2

PROVISIONAL BALLOT RETURN ENVELOPE

The following information **MUST** be filled out:

Voter's Name _____
(Please Print)

STEP 1: Place Envelope PB-1 inside this envelope.
STEP 2: Complete this envelope and place inside Provisional Ballot Box.

LINE NUMBER FROM ROSTER
 No. _____

PROVISIONAL VERIFICATION STATEMENT - PB-3

1 MUST BE COMPLETED BY ELECTION OFFICIAL AT PRECINCT

Name of Election: _____
 Election Date: _____
 Precinct Number: _____
 Ballot Style: _____

2 LINE NUMBER FROM ROSTER

3 REASON FOR PROVISIONAL BALLOT
 MUST BE COMPLETED BY POLL WORKER AT PRECINCT
 * MAKE FILE REASON THAT APPLIES *

☐ Person's name does not appear on the list of registered voters.
☐ Person's registration status cannot be determined by the provisional ballot officer.
☐ Voter is unable to comply with voter identification requirement.
☐ The voter has requested but claims to have not voted an absentee ballot.
☐ Voter objects to the political party identified on the list of registered voters for the primary runoff election.
☐ Inspector has knowledge that the person is not entitled to vote at the precinct and challenges the person.
☐ Ballot is cast after the legal time for closing the polls due to a federal or state court order extending the hours of the polls.

Procedure for Precinct Official

1. Instruct voter to sign the Provisional Roster.
2. In Box 1, print the name of election, date of election, the precinct number and ballot style.
3. In Box 2 and on the PB-2 envelope, print the line number as it appears beside the signature of the voter on the Provisional Roster.
4. In Box 3, check the reason the voter is casting a provisional ballot.
5. Instruct the voter to complete Box 4, the "Sworn Statement of Provisional Voter".
6. Instruct the voter to complete the "Voter's Reidentification/Update Form" below.
7. In the case of an Inspector's Challenge, attach yellow copy of "Inspector's Statement of Challenge of Eligibility to Vote".
8. Issue the voter a provisional ballot, secrecy envelope (PB-1) and outer envelope (PB-2).
9. Instruct the voter to place the marked ballot inside the PB-1 envelope and then insert the PB-1 envelope into the PB-2 envelope.
10. Instruct the voter to place the PB-2 envelope into the sealed provisional ballot box.
11. Once completed, place this form PB-3 in the PB-4 envelope. In the case of an Inspector's Challenge, include the "Inspector's Statement of Challenge of Eligibility to Vote".

4 SWORN AFFIRMATION OF PROVISIONAL VOTER
 MUST BE COMPLETED BY VOTER

State of Alabama, County of _____

I do solemnly swear (or affirm) that I am a registered voter in the precinct in which I am seeking to vote and that I am eligible to vote in this election.

Printed Name of Voter: _____

Printed Residence Address of Voter: _____

City: _____ State: _____ ZIP Code: _____

Date of Birth (month/day/year): _____ Signature or Mark: _____

Phone Number: _____ Date (month / day / year): _____

VOTER'S REIDENTIFICATION/UPDATE FORM
 FOR USE BY U.S. CITIZENS ONLY * FILL IN ALL BOXES ON THIS FORM * PLEASE USE INK * PRINT LEGIBLY

Are you a citizen of the United States of America? ☐ Yes ☐ No * ATTENTION! If you answer "No" to either of these questions, do not complete this application.

Will you be 18 years of age on or before election day? ☐ Yes ☐ No

Print Your Name: _____

Print Maiden Name / Former Name (if reporting a change of name): _____

Date of Birth: _____ Primary Telephone / Email Address: _____

Address where you live: _____ City: _____ State: _____ ZIP: _____
 (Do not use post office box)

Address where you receive your mail: _____ City: _____ State: _____ ZIP: _____
 (Do not use post office box)

Address where you were last registered to vote: _____ City: _____ State: _____ ZIP: _____
 (Do not use post office box)

Race (check one): ☐ White ☐ Black ☐ American Indian ☐ Asian ☐ Hispanic ☐ Other

Sex (check one): ☐ Male ☐ Female

WARNING! If you falsely sign this statement, you can be convicted and imprisoned for up to five years.

VOTER DECLARATION - READ AND SIGN

I solemnly swear or affirm to support and defend the Constitution of the United States and the State of Alabama and further disavow any belief or affiliation with any group which advocates the overthrow of the governments of the United States or the State of Alabama by unlawful means and that the information contained herein is true, so help me God.

I am a U.S. citizen
 I will be at least 18 years of age on or before election day
 I am not barred from voting by reason of a disqualifying felony conviction
 I have not been judged "mentally incompetent" in a court of law

Your Signature: _____ Date: _____

PRECINCT PROVISIONAL RETURN ENVELOPE

PLACE LABEL HERE

Place in This Envelope After Polls Close

1. ALL ROSTERS OF PROVISIONAL VOTERS
2. ALL PROVISIONAL VERIFICATION STATEMENTS (PB-3)

Return This Envelope to:
 Sheriff/Board of Registrars

DO NOT Put in Record of Election Container

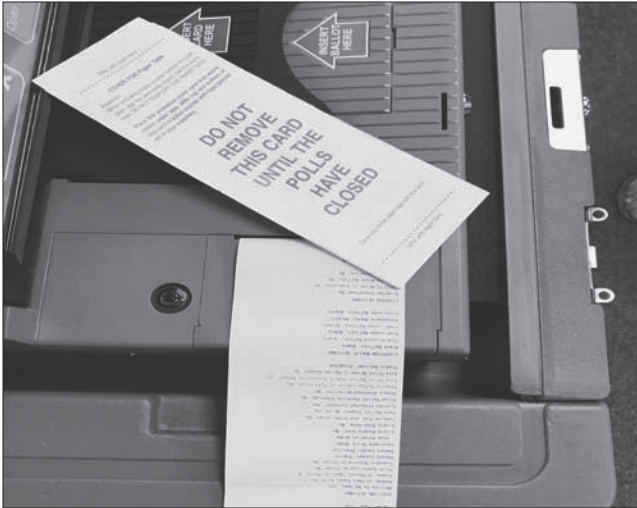
PB-4

IN NO INSTANCE SHOULD A VOTER BE DENIED THE RIGHT TO VOTE EITHER THE REGULAR WAY OR PROVISIONALLY. FURTHER, A VOTER SHOULD NEVER BE TOLD HIS VOTE WILL NOT COUNT!

See video entitled: "Provisional Balloting."

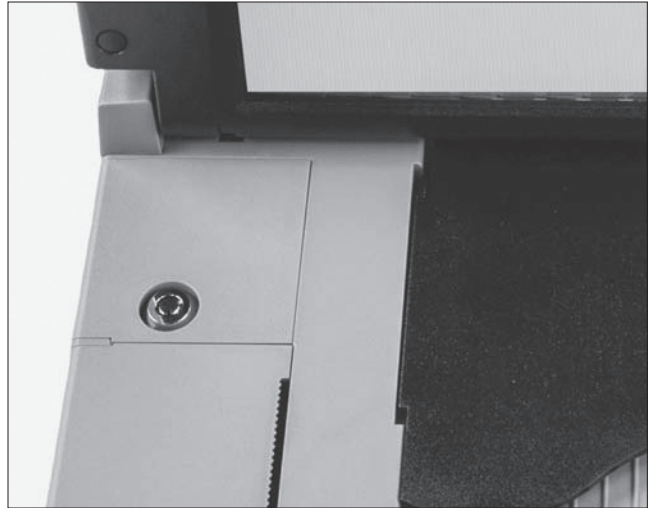
XI. CLOSING THE BALLOT COUNTING

1



Remove the protective card and allow the paper tape to free fall.

2



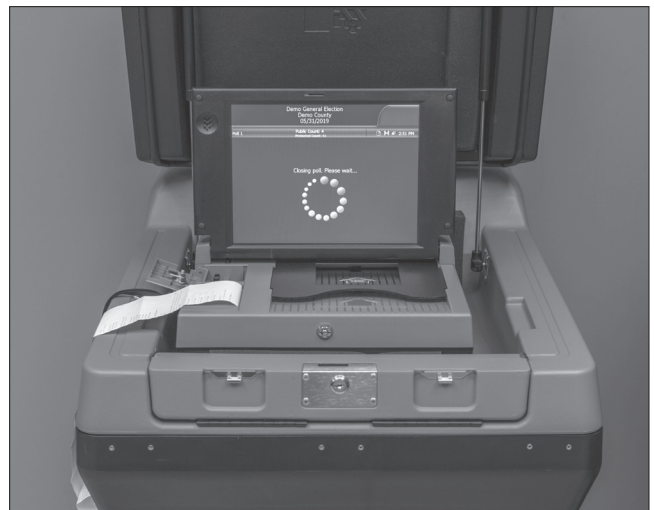
Insert the barrel key and unlock the left access door.

3



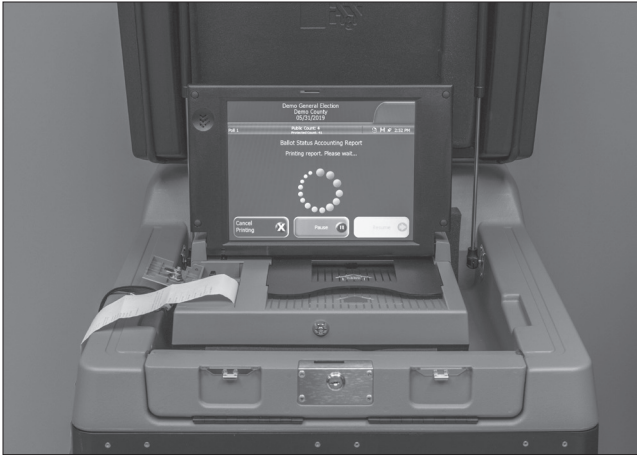
Press the Close Poll button. It will blink red.

4



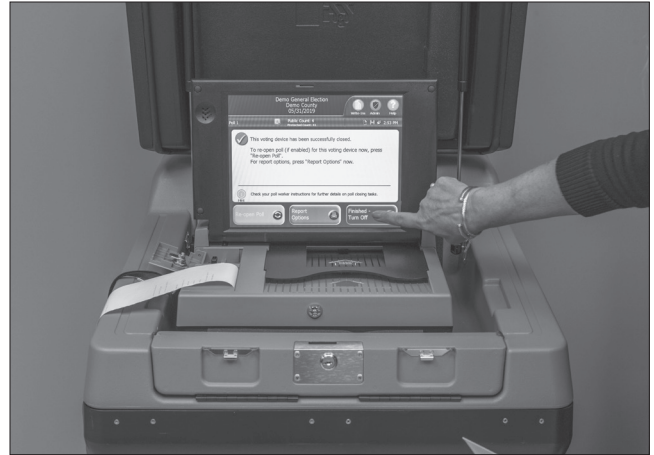
The CLOSE POLL screen will appear prompting you.

5



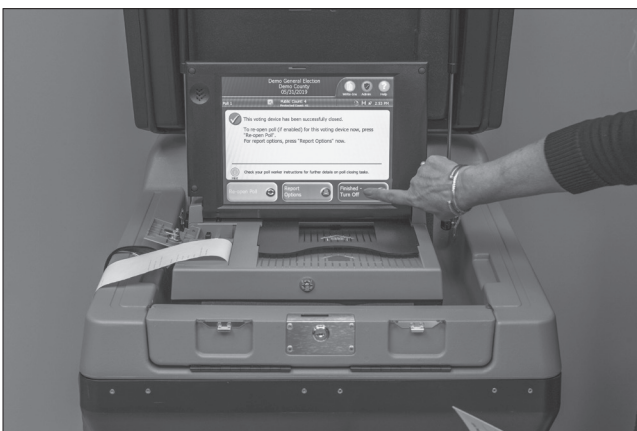
The DS200 will AUTOMATICALLY print the designated number of copies of the results. Allow the tape to free fall so that gravity will guard against the tape jamming as printing occurs.

6A



Touch FINISHED - TURN OFF after the reports are done printing.

6B



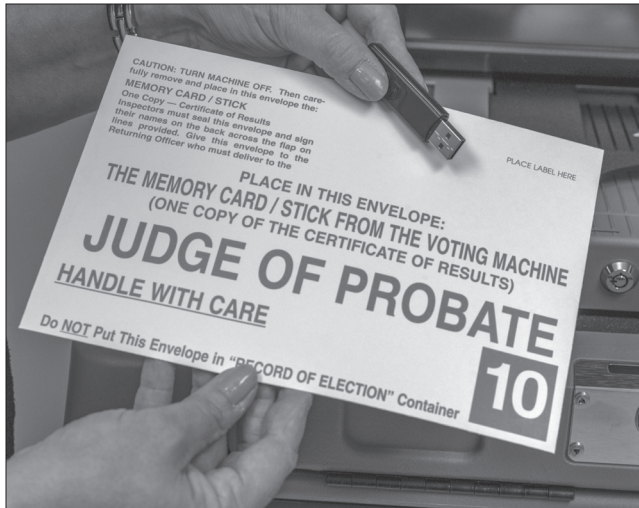
Using the barrel key, unlock the left side access door. The power button will change from green to red and the DS200 will begin to power down. WAIT UNTIL THE TABULATOR HAS COMPLETELY POWERED DOWN.

7



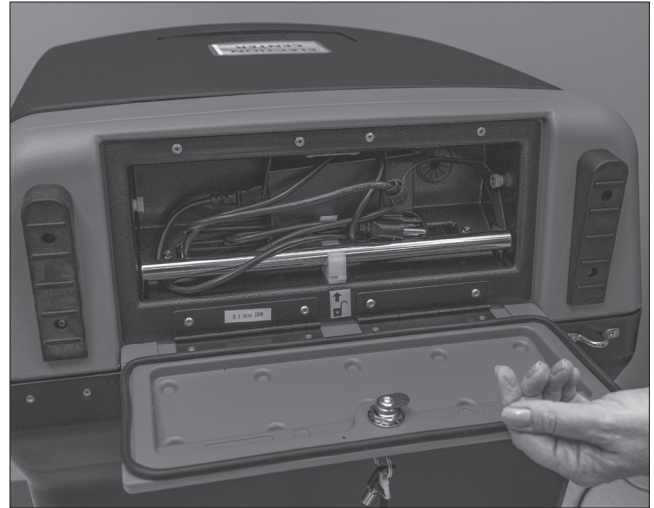
Remove the printed tapes and follow your procedures to return the flash drive and all printed reports.

8



When the power button goes completely dark, remove the Election Definition flash drive and lock the left side access door.

9



Unplug and return the power cord. Using the ballot box key, close and lock the back door.

10



Close the screen and using the ballot box key, lock the screen.

11



Close and lock the DS200 lid.

12



Remove all voted ballots from the ballot compartment and return them in the same boxes in which they were delivered.

XII. CLOSING THE POLLS – Poll Worker Compensation

During election day, the Inspector shall issue each poll worker a “Certificate of Service” form (found in the “Certificates of Service” envelope in your election supplies). **Be sure you are given the correct Certificate of Service Form for Full Day or Half Day service.**

Each election official should complete Section 3 of the form and return it to the Inspector. The Inspector and Chief Clerk complete Sections 1 and 2 and sign.

After completion, the white copy of each form is placed in the “Certificates of Service” (Envelope 13) along with the Poll Worker Attendance Sheet to be turned into Election Staff by the Inspector on election night. After the polls close, the pink copy is given to the poll workers for his/her record. Social Security numbers are required in order for the Treasurer to issue checks. The County Treasurer will mail each poll worker’s compensation check to the address given on his/her Certificate of Service form.

Each poll worker who is called in as a substitute should also fill out a Certificate of Service, listing in the space provided the name of the poll worker for whom he/she worked.

If your precinct facility had no phones for use during election day, Inspectors may be reimbursed \$5.00 (flat fee) for use of their personal cell phone. Please include the completed Cell Phone Reimbursement Form in the Certificate of Service Envelope.

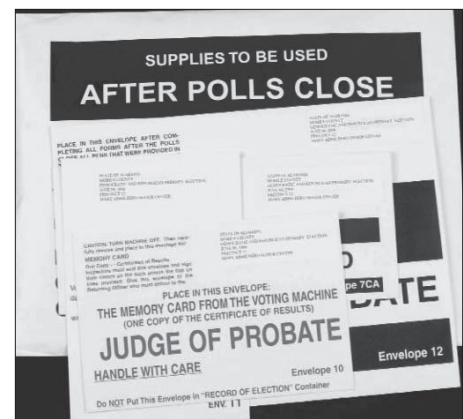
The Mobile County Treasurer’s Office has previously calculated the mileage amount due the Inspector for his/her travel from the precinct to the remote drop-off location. That amount will be included in the Inspector’s check as issued by the County Treasurer.

XIII. CLOSING THE POLLS – Envelope Inventory

READ INSTRUCTIONS ON EACH ENVELOPE TO DETERMINE WHAT THAT ENVELOPE SHOULD CONTAIN. **PLACE A PRECINCT LABEL (PROVIDED IN YOUR SUPPLIES) ON EACH ENVELOPE WHERE INDICATED.** THEN PLACE ALL WHITE ENVELOPES IN THE CLEAR PLASTIC BAG FOR EASY TRANSPORT TO YOUR REMOTE DROP-OFF LOCATION ON ELECTION NIGHT.

Place the following in **ENVELOPE 1A**:

- Report of Voter’s Change of Residence or Death (NVRA-24)
- All Non-Provisional Voter Reidentification Forms used to update or verify voter.
- **Do not place Voter Reidentification Forms completed by Provisional Voters in Envelope 1A** – these should remain attached to the PB-3 Statements and be returned in the PB-4 envelope.
- Band together Envelopes 1A and PB4 using the rubber bands provided.



Place the following items in the white Envelopes:

The Poll List(s) signed by voters:

General or Special Poll List **Envelope 1**

Clerks List **Envelope 2**

1st Copy of Results with Zero Totals, **Completed** Ballot Accounting
Certificate, and DS 200 Ballot Counter Security Certificate **Envelope 5**

Cut or tear the results tape printouts apart where indicated (“cut here”) and distribute in **correct** envelopes as follows:

General/Special Election Results (one Printout) **Envelope 7**

News Media **Envelope 8**

Copy of Results Tape and Memory Card for each Ballot Counter
whether it was used or not **Envelope 10**

Keys to Ballot Counters/ExpressVote **Envelope 11**

Extra Supplies, such as chalk, tape, unused poll lists, secrecy folders
pollworkers guides, unused complaint forms & “I voted” stickers **Envelope 12**

White Copy of Certificates of Service &
Pollworker Attendance Sheet **Envelope 13**

Pink Transfer Forms **Envelope 14**

Place the following items in the manila Envelope:

Extra Copy(ies) of Results Tape **Envelope 6**

Again, whether or not you processed any provisional voters, you must return Envelope PB-4 containing Provisional Rosters and any Provisional Verification Statements with update forms still attached in the Board of Registrars Envelope 1A.

Please return any applications for potential pollworkers in the envelope provided. Blank applications should be returned loose in the clear plastic bag.

READ INSTRUCTIONS ON EACH ENVELOPE TO DETERMINE WHAT THAT ENVELOPE SHOULD CONTAIN.

Return all white envelopes in the clear plastic bag; place the manila envelope (#6) in the Record of Election Box, along with the manila Spoiled Ballot Envelope, the ballot stubs, partial pads of ballots and the Used I.D. Slip envelope.

XIV. CLOSING THE POLLS – Provisional Inventory

PROVISIONAL BALLOTS – If you had provisional votes cast at your precinct, please do the following:

1. Affix the white with red ink label/sticker over the ballot box slot to seal the slot.
2. Write the number of provisional ballots cast (voters) on the sticker on top of the box.

3. Place the completed provisional verification statements (PB-3) (each still attached to an update form) in the large envelope addressed to the Board of Registrars (PB-4). The PB-4 Envelope, Provisional Roster AND the sealed ballot box are delivered to Election Staff at your designated return site.
4. Place any UNUSED, extra provisional materials in one of the white plastic bags for use in returning recyclable supplies.

If no Provisional Ballots were cast write “0” on the sticker on top of the Provisional Ballot Box and return it with the PB-4 envelope containing rosters indicating “0” Provisional rosters were processed.

Again, the Provisional Ballot Box and PB-4 envelope must be returned.

XV. CLOSING THE POLLS – Election Box Inventory

RECORD OF ELECTION BOX INVENTORY – Please return the following items in the Record of Election Box:

- Envelope #6 containing extra Results Tape(s)
- Ballot stubs
- Partial pads of ballots
- Spoiled Ballot Envelope
- Used I.D. Slip Envelope

Be sure to seal the Record of Election Box with the seals provided in your supplies and sign in the spaces indicated.

VOTED BALLOTS – Return all voted ballots in the same boxes in which they were delivered.

Seal voted ballot box(es) with a Record of Election seal.

Place the white with red ink “Voted Ballots” label on the end of the box with a precinct label.

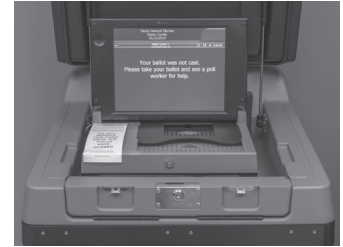
Inspectors should return the election materials to the assigned remote drop-off location as quickly as possible. Sheriff’s Deputies will be at each remote drop-off location as well as trustees to help with unloading your vehicle. If possible, have someone else drive you so you can stay with the election material and begin the return process immediately. If you are alone, a trustee, at the direction of a deputy, will remove the material from your vehicle and set it inside the remote drop off building until you park and come inside to the return station where the election materials will be inventoried. Election staff will process your returns as quickly as possible. See video entitled: *“Poll Worker Duties – Items to be Returned.”*

XVI. PRECINCT TROUBLESHOOTING

The Ballot Counter Clerk should be aware of voters as they are scanning their ballots. An error message indicating the problem will be displayed on the screen for a few seconds. The voter may have to rescan the ballot in order for the message to display again so that the error can be ascertained. Most errors are indicated below. See video entitled: *“Voting Mistakes and Overvoting.”*

PROBLEM 1 ALERT – BALLOT RETAINED BY SCANNER

- A. The Ballot counter will retain the ballot and display a message “Return” or “Cast.”
- B. Ask the voter to indicate their choice. If the ballot is returned, have the voter verify the ballot is correctly marked. If the voter indicates they have improperly voted, the ballot should be “spoiled” and the inspector alerted. Refer to Spoiled Ballot Procedure on page 22.
- C. If the voter chooses to “Cast,” the ballot will be cast.



PROBLEM 2 TIMING MARK ERROR

- A. Reinsert the ballot in a different orientation.
- B. If the problem continues, alert Inspector so that spoiled ballot process may be initiated.
- C. If problem continues, contact Sheriff's Office Dispatch.

PROBLEM 3 BALLOT COUNTER FAILURE

If the Ballot Counter will not accept any ballots, instruct voters to use an alternate Counter. Continue the voting process using a single Counter until the other Counter is repaired. If all Ballot Counters at your precinct fail, do the following and contact the Voting Machine Custodian via Sheriff's Office Dispatch 574-8633 immediately.

- A. Open the Emergency Ballot Compartment.
- B. Turn flap down and relock.
- C. Instruct the voters to place their marked ballots in the Emergency Ballot Compartment slot.
- D. Once the Ballot Counter is repaired, close the flap on the Emergency Compartment so that no other ballots can be added. Have voters resume scanning their ballots through the repaired Ballot Counter. After the precinct closes, the ballots in the Emergency Ballot Compartment should be removed by the Inspector and a clerk and processed through the Ballot Counter after announcing what you are about to do. If a poll watcher is present, ask him or her to witness the scanning process. Be sure to do this **BEFORE** you close the polls on the ballot counter so that these ballots will be included in the vote totals for your precinct.



PROBLEM 4 POWER GOES OUT

In the event of a power outage – the voting machine has an approximate two hour battery backup. **DO NOT STOP VOTING.** If a power outage occurs, the unit will seamlessly transition to internal backup battery. Do not contact Alabama Power Company. Notify the Probate Court Election Center immediately. The Election Center has emergency procedures and contacts in place on election day.

If possible, instruct all voters to use one ballot counter to conserve battery power on the second ballot counter.

If it becomes apparent that the power outage will be longer than two hours and a backup generator has not been delivered, then follow the instructions below:

1. Using the silver key, unlock and open the emergency bin in the front of the ballot box.
2. Relock the door and have voters place ballots through the open slot.
3. After the power is restored, continue to vote normally.
4. After the polls close but not before, two (2) poll workers (preferably the Inspector and Chief Clerk) will remove the ballots from the emergency bin and insert them into the ballot counter to be tabulated.
5. If the ballot counter rejects a ballot, you will be given two options: (1) “return” ballot or (2) “cast” as marked. You will select option (2) cast as marked.
6. If for some reason the ballot counter will not accept the ballot, you will need to hand count that ballot and add it to the totals of each race **ON ALL MACHINE TAPES.**

ELECTIONEERING

See video entitled: *“Key Points for Poll Workers to Remember on Election Day.”*

The polling place must be run in a strictly **impartial manner**. Election Officials (and watchers) must not attempt to influence voters. Campaign material left inside polling places by voters should be picked up periodically and thrown away. The area around the privacy dividers should be checked for campaign materials left behind. Election Officials (and watchers) may not wear campaign buttons, ribbons, etc. inside the poll. **However, Alabama law does not prohibit a voter or a person providing assistance to a voter, from wearing or displaying campaign badges, ribbons, T-shirts or other similar campaign material while inside the voting precinct for the purpose of voting or providing assistance to a voter.**

LOITERING

See video entitled: *“Key Points for Poll Workers to Remember on Election Day.”*

No loitering is allowed within 30 feet of the polling place entrance. Only voters, persons assisting voters (after formal request for assistance), election officials (including watchers), the Sheriff, and deputies are allowed in the polling place. Voters and persons assisting voters must immediately leave the polling place after voting. It is permissible for a voter to bring a child (or children) into the voting precinct. Family members of poll workers who are not appointed poll workers, poll watchers or voters, should not remain on the premises; children of poll workers should not be on the premises of the voting precinct.

DISTURBANCES

See video entitled: *“Key Points for Poll Workers to Remember on Election Day.”*

Intoxication or disorderly conduct is not permitted in the polling place. In case of ELECTIONEERING, LOITERING, or DISTURBANCES, ask the person to stop or to leave the polling place as appropriate. If the person refuses to leave, **call the Sheriff at 574-8633.**

MEDIA GUIDELINES

See video entitled: *“Key Points for Poll Workers to Remember on Election Day.”*

Media are not permitted inside the polls during operational hours. Photography and videotaping of election activities is only allowed 30 feet outside a polling place and must not depict an elector marking a ballot. No video or interviews are allowed inside 30 feet of the polling place after the polls open. Be alert to persons inside the poll using cellular telephones (which may have photographic capabilities). **Ala. Code §17-9-50.1** provides that a voter may take a photograph of their own ballot. However, they are strictly prohibited from photographing or revealing another voter's ballot in a manner that would disclose its contents. Violation of this law is a class A misdemeanor. After the polls are closed, the media and public are allowed inside the polling place and can take photographs or videotape at that point. However, no one may interfere with poll workers as they perform their duties in closing the polls and reporting the returns.

POLL WATCHERS

See videos entitled: *“Poll Watcher Duties and Key Points for Poll Workers to Remember on Election Day.”*

NUMBER: In General Elections, each party may have a single watcher in the voting place.

APPOINTMENT: A watcher must have a written appointment signed by an authorized political party officer. The watcher should surrender this appointment certificate to the Inspector for as long as he remains in the Poll. If he plans to visit another precinct, he should ask that the certificate be returned so that he may present it to the next Inspector.

OATH: The watcher shall be sworn to faithfully observe the rule of law prescribed for the conduct of elections. Poll watchers do not have to be present before 7:00 A.M. in order to be sworn in to serve as a poll watcher, but should be promptly sworn in by the Inspector upon his or her arrival and presentation of the appropriate credentials. The Poll Watcher should be asked to sign the oath sheet.

PRIVILEGES: Poll watchers are generally allowed to observe all aspects of a poll's operation. This includes, but is not limited to, watching the voter check-in process at the registration table, voters signing the e-poll book, poll workers issuing ballots, provisional voting process and spoiled ballot circumstances. Poll watchers may check ballot counter numbers and observe the entire process of opening/closing the polls and tallying votes.

LIMITATIONS: Poll watchers must not disturb or attempt to influence voters. They may not campaign or electioneer inside the voting place. They may not display campaign buttons, clothing or other campaign materials. They may not act as election officials or assist in the operation of the poll unless asked by a voter for assistance (and signing the poll list as such assistant). They may not make copies of poll lists, take pictures in the poll or impede the voting process in any way.

PERSONS WITH DISABILITIES & PERSONS WHO ARE UNABLE TO READ AND WRITE

See video entitled: *"Voters with Disabilities."*

Federal and state laws give persons with disabilities, including mental illness and mental retardation, the right to vote unless they are ruled incompetent by a court of law.

ACCESS TO PRECINCT

An election official shall allow any voter who is mobility disabled or over the age of 70, who so requests, to move to the front of any line at the Poll. *Alabama Code* § 17-9-13(c) (1975).

All voters have the right to access the polls. Federal law requires Mobile County to attempt to find reasonable accommodations for persons with a disability.

If a voter asserts that your polling place is not accessible under the Americans with Disabilities Act and Voting Rights Act, then you should contact the Probate Court Election Center to report the complaint and request instruction.

All voters deserve courteous attention in exercising their right as citizens to vote. Just because someone has a disability, don't assume he/she needs help. If the setting is accessible, people with disabilities can usually get around fine. Adults with disabilities want to be treated as independent people. Offer assistance only if the person appears to need it. If he/she does want help, ask how to proceed before you act.

Some people with disabilities depend on their arms for balance. Grabbing them, even if your intention is to assist, could knock them off balance. Avoid touching the individual's wheelchair, scooter or cane. People with disabilities consider their equipment part of their personal space. Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.

Be aware that animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner. Refusal to admit any type of service animal on the basis of local health department regulations or other state or local laws is a violation of the 1990 Americans with Disabilities Act. Service animals are working animals and are not to be treated as pets and should not be played with or stroked.

REGISTRATION

Do not assume that any person presenting themselves to vote is disabled. If the voter identifies themselves as being disabled or unable to read and write, summon the Inspector or Chief Clerk for assistance.

Always speak directly to the person with a disability, rather than to their companion, aide or sign-language interpreter. Making small talk with a person who has a disability is great, just talk as you would with anyone else. Respect the individual's privacy. If you ask about the disability, the person may feel you consider them inferior. (However, many people with disabilities are comfortable with children's natural curiosity and do not mind if a child asks them questions.)

Give unhurried attention to a person who has difficulty speaking.

Speak calmly, slowly and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.

Greet a person who is visually impaired by letting the person know who and where you are. Provide a guiding device such as a ruler or card for signing forms. When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning right or left.

People with disabilities are the best judge of what they can or cannot do. Depending on the situation, it could be a violation of the ADA to exclude people because of a presumption about their limitations.

ADDITIONAL TIME TO VOTE – ASSISTANCE

See video entitled: *"Voters Needing Assistance on Election Day."*

Federal law also allows voters with disabilities to be accompanied and to receive assistance by another person in the voting center.

Extra time to vote may be needed for a person with a disability. All voters may have up to four minutes to vote, after which they may be asked if they need help. If the voter requests assistance he/she may have no less than an additional five minutes to vote. At the end of that time if others are waiting to vote, the assisted voter may be told that time is up and be asked to leave the polling place. However, if there are no voters waiting, the assisted voter shall have as much time as necessary to finish voting.

If the voter does not want assistance, he/she is permitted to remain for one additional minute. At the end of that time, if individuals are waiting to vote, the voter may be informed that time is up and be asked to leave. If there is no line, the voter may have as much time as necessary to finish.

MISCELLANEOUS POINTS

It is a felony to vote more than once, to vote illegally, or to impersonate another voter.

It is illegal for anyone to attempt to bribe, influence, or hinder a voter in the exercise of a free vote.

NOTES

NOTES

IMPORTANT ELECTION DAY PHONE NUMBERS
Mobile County, Alabama
(All area codes are 251 unless otherwise indicated)

Absentee Election Manager	574-6400
Appointment Board -	
Circuit Clerk.....	574-8786
Judge of Probate.....	574-6002
Sheriff.....	574-7827
Attorney General	(334) 242-7300
Board of Registrars (Do not call without prior authorization)	574-8586
Circuit Clerk.....	574-8786
District Attorney	574-8400
Election Center - Probate Court (ballots/procedure/supplies/voter issues)	574-6080
Judge of Probate.....	574-6002
Election Fraud Hotline	1-800-831-8814
Poll worker questions.....	574-6080
Secretary of State Election Division	1-800-274-8683
Sheriff's Office Dispatch.....	574-8633
Voting machine problems	574-8633